

## INFORMATION PAPER

CEFC-FR  
25 September 2003

SUBJECT: Closeout of Aged Accounts Receivable

1. Purpose. To inform the Director, Resource Management, of the status of accounts receivable over 2 years old and recommend action be taken to bring USACE into compliance with regulatory guidance.
2. References. Memorandum, OSD Comptroller, 20 June 2003, subject: Closeout of Aged Accounts Receivable; telephone conversation between Sheila Falkner, CEFC-FR, and Pilar Camacho, DFAS-IN, 16 September 2003, subject: Closed Appropriations; DoD Financial Management Regulation, Volume 4 Chapter 3.
3. Background. The OSD Comptroller requested a list of receivables 2 years and older and a Plan of Action and Milestones (POA&M) for disposition of these receivables.
4. Facts.
  - a. The UFC sent a listing of accounts receivable over 2 years old for civil appropriations to HQ USACE and for military appropriations to DFAS-IN. OSD established a goal to have all receivables over 2 years old closed out or collected no later than 31 December 2003.
  - b. DFAS-IN representative, Ms. Camacho, stated that all delinquent receivables prior to 1998 must be written off. Only receivables from 1998 and forward would be provided to the Army (ASA (FM&C)) to ensure sufficient prior year funding is available to complete the write-off and closeout process.
  - c. Included in the delinquent receivables over 2 years old were several closed appropriations. Huntsville will prepare a script to remove all receivables that cite a closed appropriation.
5. Recommendation. The attached letter should be signed, which directs Districts/MSCs to take appropriate action to enable UFC to write-off delinquent debt and bring USACE into compliance with regulatory guidance. In order to meet the suspense of 31 December 2003, Districts/MSCs must submit their input by 14 November 2003 as indicated below for each type of bill:
  - a. An **appropriation refund**, UFC will write-off. For a **travel settlement** bill, activity should provide a government order (GO) obligation number and annotate in appropriate column on spreadsheet.
  - b. **Intra-governmental**, activity should provide a GO obligation number in column on spreadsheet (customer order bills can not be written off).
  - c. **Public**, (miscellaneous debt, RGA, etc.) UFC will reclassify as Claims Receivable and write-off (unless 5.d. applies).
  - d. If delinquent receivable is in litigation, activity should indicate accordingly on the attached spreadsheet.

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